



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-44**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO Sooner than 1 OCTOBER 2014** Maintenance Management Superintendent/Plans, Scheduling & Documentation	AFSC: 2R090	OPEN DATE: 27 FEBRUARY 2014	CLOSE DATE: 29 MARCH 2014
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UNIT OF ACTIVITY/DUTY LOCATION:

168th Maintenance Operations Flight, Eielson Air Force Base, Alaska

GRADE REQUIREMENT:

Minimum: E7 Maximum: E8

Contingent upon availability of controlled grade

SELECTING SUPERVISOR:

Lt Col Garrett

VACANCY:

09554450

PHYSICAL PROFILE:

PULHES – 333233

AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**MUST HOLD 2R0X1 or 2R1X1 AFSC**)

Area 2 Alaska Air and Army National Guard members (**MUST HOLD 2R0X1 or 2R1X1 AFSC**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Plan, organize Performs and manages traffic management activities
- Monitor, collect, assemble, and audit data for reports and briefings
- Initiate special studies and investigations, and perform statistical analysis
- Inform managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS)
- Plan, schedule and organize use and maintenance of aircraft, engines, munitions, and associated aerospace ground equipment (AGE)
- Supervise documentation and maintenance of aircraft, engine, missiles, munitions, and associated AGE records
- Maintain generation flow plans for units required meeting emergency war order and wartime taskings
- Monitor maintenance scheduling effectiveness
- Perform maintenance management functions
- Supervise, direct, and control collection, auditing, evaluation, and analysis of MIS data to include auditing source data for accuracy, timeliness, and compliance with directives
- Supervise analysis of deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions
- Review and approve written reports and special studies for presentation to senior leaders
- Coordinate with appropriate information management/processing centers to ensure automated systems capability and compatibility with customer requirements are met. Forward requirements and enhancements to higher headquarters for approval
- Plan, organize, direct and control scheduling of aerospace vehicle maintenance and utilization requirements
- Develop plan and establish production schedules to meet mission requirements
- Determine maintenance capabilities to aid in developing operational schedules
- Prepare weekly, monthly, and quarterly utilization schedules for known maintenance and operational mission and training requirements
- Coordinate with base activities to ensure support is available to meet schedules
- Supervise development of generation flow plans for unit emergency war order and wartime taskings within unit Designated Operational Capability (DOC) statement
- Supervise review, evaluation, and filing of documented information for planning and scheduling maintenance actions
- Manage the aircraft configuration, TCTO, special inspection, and time change program and their related automated subsystems
- Manage Maintenance Operations Center (MOC)
- Monitor and coordinate sortie production, maintenance production, and execution of the flying and maintenance schedules
- Maintain visibility of fleet health indicators. Establishes priorities for competing, limited maintenance resources, based on daily flying schedule and maintenance priorities. Ensure aircraft status is properly reported and maintained
- Determine long-range fleet health maintenance priorities
- Provide supply liaison and engine management support for flight line and back shop maintenance requirements
- Schedule and monitor workload requirements
- Resolve problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and support equipment. Ensures unit meets mobility requirements
- Ensure the appropriate maintenance and operations commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL - 55
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 50 lbs
- **Qualification in and possession of AFSC 2R0X1 or 2R1X1 is mandatory**
- **Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)**
- AFSC is not open to non-United States Citizens. AFSC is open to United States nationals
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

See page 3 for Preferred Qualifications and All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, and MOC functions; maintenance concepts, directives, and organizational structure; Air Force supply procedures and resource management
- Experience is mandatory managing or directing functions such as maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, or MOC

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** Items 1-10 are **required** by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (If applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-44 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-44**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.